

1.0 PURPOSE:

- 1.1. The purpose of this general instruction is to provide all S-Chem employees and contractors with a guidance document that covers the minimum EHS / security requirements in all aspects of work activity including pre-job safety and security planning.

The specific focus areas are addressed in this instruction:

- A. Environmental, Health and Safety Contract Requirements for Contractors.
- B. Contractor Orientation and Training.
- C. Performance Verification/Auditing Requirements for Contractors.

2.0 APPLICABILITY:

- 2.1. This instruction applies to all Contractors and Sub-contractors working on S-Chem properties, facilities and premises.

3.0 REFERENCES/INTERFACING – DOCUMENTS:

- 3.1. CPChem Contractor Safety Management Procedure EHS-5180
- 3.2. CPChem Process Safety Metrics EHS-6010
- 3.3. Safe Handling of Compressed Gas Cylinders GI-3355
- 3.4. Work Permit Policy – CP - 1395
- 3.5. Special Work Permit – GI - 1216
- 3.6. General Work Permit – GI - 1243
- 3.7. Excavation & Trenching –GI -1217
- 3.8. Confined Space Entry – GI - 1245
- 3.9. Personal Protective Equipment – GI-1206
- 3.10. Respiratory Protection – GI-1242
- 3.11. Solid & Hazardous Waste Management – GI- 1230
- 3.12. Hazard communication GI-1223
- 3.13. Lifting Equipment MNT-GWP-0005
- 3.14. Safety for Mobile Cranes – GI- 3388
- 3.15. Safe Operation of Power Industrial Trucks – GI- 1218
- 3.16. Barricades – GI -1208
- 3.17. Erection, Inspection, Use, and Maintenance of Scaffolding –MNT-GWP-0006
- 3.18. Contractor Welder/Welding Operator Guidelines REL-GL-02
- 3.19. Performance Qualification Testing of Welders for S-Chem REL-GL-05
- 3.20. Safe Driving Policy GI-1226
- 3.21. Hydro blasting – GI 3034
- 3.22. Purchasing Manual (Supplier Pre-Qualification, Registration & Re-Qualification)
- 3.23. Job Safety Analysis (JSA) GI- 1219
- 3.24. Ministry of Interior/ High commission of industrial security
- 3.25. Royal Commission Public Health Code-2005
- 3.26. Delivery Truck Entrance to Operating Plant Unit GI-2207 1260
- 3.27. Management of Work Related Fatigue CP- 1390
- 3.28. Heat Related Illness Prevention GI -1214
- 3.29. MNT-GWP-0021 - S-Chem Maintenance Third Party Contractor Safety Management

3.30 Royal Commission Environmental Regulations (RCER) YTD.

3.31 Solid and Hazardous Waste Management - GI-1230.

4.0 **DEFINITIONS:**

- 4.1. **S-Chem:** Saudi Chevron Phillips (SCP)/Jubail Chevron Phillips (JCP)/Saudi Polymers Company (SPCo).
- 4.2. **Contractor:** an individual or a group of persons, who are not S-Chem “direct hire” employees, brought to S-Chem properties, facilities and premises, to do work as specified in a contract. The following entities or individuals are not considered contractors services for the purposes of this procedure:
- Incidental delivery service providers (e.g., postal service, office supply, vending machine deliveries, etc.);
 - Office equipment repair services (e.g., copy machine repair, etc.);
 - Visitors (e.g., customers, public officials, etc.); or,
 - Buyers of surplus material and/or their third parties (once title of the material passes to buyer). Unless special permitting is required.
- 4.3. **Qualified:** completed the S-Chem pre-qualification requirements as outlined in the Purchasing Manual (Supplier Pre-Qualification, Registration & Re-Qualification).
- 4.4. **Company Representative:** The S-Chem employee (typically Maintenance/Project Supervision) who provides oversight for Contractor activities. The same person may-can perform the roles of both the Company Representative and the Site Representative.
- 4.5. **Contractor Safety Coordinator (CSC):** The S-Chem employee(s) who will interface with the Contractor and provides feedback to the Contractor regarding safety performance at the facility.
- 4.6. **Contract Owner:** S-Chem Representative (service requester) who is responsible for managing the written contract. The Contract Owner may be different than the representative responsible for the Contractor’s purchase order and/or SAP transactions. In most cases, Project/Maintenance Personnel are the representatives responsible for the Contractor’s written contract.
- 4.7. **Job Contact:** S-Chem Representative (typically an Operation Representative) who serves as the Primary Contact with the Contractor Company’s Employees at the specific location where work is being performed. The Job Contact can be a Maintenance Representative in those areas where the work is controlled by the Maintenance organization, including shop facilities, remote welding yards, bundle cleaning facilities, etc.
- 4.8. **Site Representative (Site Rep):** The accountable S-Chem Employee at the site who establishes expectations and provides oversight for a specific Contractor Company’s performance. This includes overall safety and environmental performance, quality of work, and performing work on schedule. The Site Rep serves as the primary liaison between the Contractor Company and the site.
- 4.9. **Nested/Baseload Contractors:** Contract personnel whose services are required on a permanent basis i.e. beyond Six (6) months and the compensation is controlled by S-Chem.
- 4.10. **Non-Nested contractor:** Contract personnel whose services are required on short basis i.e. below Six (6) month.
- 4.11. **Variance:** A written approval for the continued use of a Contractor Company that has not fully met all established qualification criteria, but is permitted to continue working for CPChem with authorized approvals and under a set of specified stipulations, to ensure ongoing safe performance
- 4.12. **HCIS:** Ministry of Interior /High commission of industrial security.
- 4.13. **General Operating Areas:** All process and utility systems that directly support or involve highly hazardous chemicals. It includes areas that are operated or monitored by employees assigned to recognized S-Chem Operations Department job positions. It also includes electrical substations located within those areas.
- 4.14. **JSA:** Job Safety Analysis.
- 4.15. **KACARE:** King Abdullah City for Atomic and Renewable Energy.
- 4.16. **SDS:** Safety Data Sheet.
- 4.17. **Plant Area:** Area within High Security Fence, but Outside the General Operating Areas such as (TBL-Warehouse-Fire Station).
- 4.18. Royal Commission is the environmental regulating body for Jubail Industrial City. They have environmental regulations (RCER) to protect the environment in the city and all industries and their contractors needs to follow in order to stay in compliance.

5.0 **RESPONSIBILITIES:**

5.1. **CONTRACTOR:**

- 5.1.1 Ensure employees are made aware of the content of this instruction prior to beginning work. Contractor Companies shall be responsible for compliance with all General Instructions during the performance of their work for S-Chem.
- 5.1.2 Ensure all Subcontractors have copies and comply with relevant General Instructions. Inform contractor employees of hazards related to the location of work within S-Chem (and the scope of work) and provides the contractor company relevant General Instructions to communicate S-Chem requirements for work performed.
- 5.1.3 Agrees that all work performed under this instruction will be in strict accordance with safety requirements, precautions and procedures, whether required by regulations, the contract, accepted industry standards, or local S-Chem practices.
- 5.1.4 Shall take all necessary precautions to prevent injury to personnel, damage to equipment, property, and interference with operations.
- 5.1.5 Shall provide appropriate protection (safety equipment, guards, mats, etc.), as required to prevent damage.
- 5.1.6 Within Ten (10) days or within reasonable time before mobilization for the Effective Date of the Contract, Contractor shall advise S-Chem in writing of its representative who will be the focal point for matters relating to Safety, Occupational Health and Industrial Hygiene, and to whom communications on such matters shall be addressed.
- 5.1.7 Shall assure training and understanding to employees of all hazards and Safe Work Practices at S-Chem.
- 5.1.8 Shall assure employees follow S-Chem Safe Work Practices and advise workers of all unique hazards involved in the job they will do.
- 5.1.9 Contractors to provide employees in key leadership positions with good communication skill and shall be fluent in the English language to effectively communicate between multiple work disciplines.
- 5.1.10 Ensure to have a valid RC waste transportation license in case the contractor is being used for the industrial waste transportation from S-Chem to the offsite disposal facilities OR recycling facilities in Jubail.
- 5.1.11 Ensure to follow GI-1230 for waste transporter responsibilities in case the contractor is being used to provide the waste transportation from S-Chem to the offsite disposal/ recycling facilities.
- 5.1.12 Ensure to maintain good housekeeping and waste segregation for the different types of waste.
- 5.1.13 Ensure to make the waste transportation in a safe responsible manner inline with RCER
- 5.1.14 Ensure to obey the YTD Royal Commission Environmental Regulations.

5.2. **S-CHEM CONTRACTING DEPARTMENT:**

- 5.2.1 Review contract and performance records.
- 5.2.2 Ensure compliance with S-Chem pre-qualification requirements as outlined in Purchasing Manual (Supplier Pre-Qualification, Registration & Re-Qualification).
- 5.2.3 Communicate with Contractor any safety concern at the S-Chem facility/project raised by CSC for improvement and compliance.

5.3. **S-CHEM CONTRACT OWNER (SERVICE REQUESTER):**

- 5.3.1 Ensuring that contract for contractor services comply with this program
- 5.3.2 Inform contractors of hazards related to the facility and provides the contractor company relevant General Instructions to communicate S-Chem requirements for work performed.
- 5.3.3 Determine whether a Job Risk Assessment is required and initiate assessment if necessary

- 5.3.4 Assure contract employees are properly trained prior to starting work.
- 5.3.5 Explain the S-Chem emergency action plan.
- 5.3.6 Has the authority and responsibility to stop work under this instruction at any time if there are risk to S-Chem and/or Contractor's employees or property identified in the work environment or if S-Chem procedures are not being followed.
- 5.3.7 Initiates and facilitates compliance with S-Chem GI-1210 & Purchasing Manual (Supplier Pre-Qualification Registration & Re-Qualification) through coordination with Safety and Contracting Departments.

5.4. THE SITE REPRESENTATIVE(S) OR DESIGNEE:

- 5.4.1 The accountable S-Chem Employee who establishes expectations and provides oversight for a specific Contractor Company's performance. This includes overall safety and environmental performance, quality of work, and performing work on schedule. The Site Rep serves as the primary liaison between the Contractor Company and S-Chem.
- 5.4.2 Serves as the primary contact for an assigned Contractor Company performing work at a site;
- 5.4.3 Determines the appropriate level of safety orientation/training required for the Contractor Company's employees prior to perform any work in cooperation with the CSC;
- 5.4.4 Ensures Contractor's Employees entering facility are approved per GI-1210;
- 5.4.5 Communicates the safety expectations of S-Chem with Contractor company Representative through daily interaction;
- 5.4.6 Ensures effective and through communication is established between the Contractor's Employee and Job Contact's; and
- 5.4.7 Confirming that the Contractor Company is prepared to perform the work safely in the S-Chem facility, e.g., appropriate PPE, appropriate tools, appropriate equipment, etc.
- 5.4.8 Conduct regular site inspection to assure compliance with S-Chem GI-1210 requirements.
- 5.4.9 Completing Contractor Company Performance Evaluation Form will be processed upon completion and closeout of a contract, at the request of the Contract Owner or at the request of the CSC.
- 5.4.10 Participates in performance auditing/verification, as established by the audit schedule.

5.5. CONTRACTOR SAFETY COORDINATOR (CSC):

- 5.5.1 Provide health and safety guidance and consultation to S-Chem facility Contractor Companies.
- 5.5.2 Review and maintains the performance auditing / verification records in accordance with S-Chem records retention requirements.
- 5.5.3 Determines the appropriate level of safety orientations/training required for Contractor Company in cooperation with the Site Rep.
- 5.5.4 Provide input and expertise to the Contract Owner regarding each Contractor Company's health and safety qualifications necessary to perform work as required in the pre-qualification or re-qualification process.
- 5.5.5 Monitoring Contractor Companies' safety performance. e.g., walkthroughs, Contractor Safety Audits, injuries and illness records, etc.
- 5.5.6 Collaborating with the S-Chem Site Representative to review health and safety programs and data submitted by the Contractor Company.
- 5.5.7 Facilitates and/ or provides oversight in monthly site safety meeting of Nested contractor companies.
- ~~5.5.8~~ Ensures Contractors Company Safety Audits are conducted in accordance with these standard requirements utilizing *Contractor Safety Audit Electronic form*

- Developing and audit schedule;
- Scheduling audit's using qualified auditors
- Ensuring audits are executed;
- Evaluating audit results; and
- Developing resolution plans when non-conformances are identified.
- Evaluate Contractor Companies' performance related to LSR / High Consequence Incidents during re-qualification, in accordance with Global OE Standard EHS-5180, Contractor Safety Management.

5.6. **JOB CONTACT:**

- 5.6.1 S-Chem Representative (typically an Operation Representative) who serves as the Primary Contact with the Contractor Company's Employees at the specific location where work is being performed. The Job Contact can be a Maintenance Representative in those areas where the work is controlled by the Maintenance organization, including shop facilities, remote welding yards, bundle cleaning facilities, etc.
- 5.6.2 Ensures the work site is safe and that equipment is properly prepared and ready to be released to Contractor's Employee;
- 5.6.3 Ensures the scope of work is understood by Contractor's Employee who will be performing the work;
- 5.6.4 Ensures that potential hazards in the work area are communicated to the Contractor's Employee;
- 5.6.5 Confirms Contractor's Employee receives the appropriate level of site orientation/training prior to performing any work;
- 5.6.6 Prior to a Contractor's Employee performing work;
- Ensures permits are properly obtained and requirements are explained and understood by Contractor's Employee(s).
 - Confirms Contractor Company is prepared to perform the work safely at the site, e.g., appropriate PPE, appropriate tools, appropriate equipment, etc.; and
 - Reviews Job Safety Analysis with Contractor's Employee as appropriate.
- 5.6.7 Communicates/ reports to the Site Rep information regarding Contractor Company's job performance.

5.7 **AREA OWNER:**

- 5.8.1 Shall ensure that the job site is safe for work to begin.
- 5.8.2 Ensuring the worksite is safe and that equipment is properly prepared and ready to be released to the Contractor Company's Employees for the work to begin.
- 5.8.3 Ensuring the scope of work is understood by the Contractor Company's Employees who will be performing the work, prior to the initiation of the work.
- 5.8.4 Ensuring that potential hazards in the work area are communicated to the Contractor Company's Employees.
- 5.8.5 Ensuring permits are properly obtained and requirements of the permit are fully explained and understood by the Contractor Company's Employees.
- 5.8.6 Review of the Job Safety Analysis with Contractor Company's Employees occurs.
- 5.8.7 Communicating/reporting to the Site Representative information regarding the Contractor Company's job performance.
- 5.8.8 Confirming that the Contractor Company's employees receive the appropriate level of S-Chem facility orientation/training prior to performing any work.

6.0 GENERAL INSTRUCTIONS:

6.1. **SAFETY:**

- 6.1.1 No Contractor is allowed to work at S-Chem unless they are qualified and have completed all S-Chem required safety training and Pre-Qualification, Registration & Re-Qualification

according to Purchasing Manual. Key Requirements are:

6.1.1.1 Safety Policy/Plan/Procedures

6.1.1.2 CONTRACTOR shall ensure its policies and procedures for safety, health, and welfare are maintained in a practical and up to date format and that individual responsibilities are clearly defined, fully understood by their employees and properly executed. Policies and procedures shall show how the commitment to safety of all employees will be achieved and maintained. The plan/procedure/manual shall address as a minimum all items outlined in this instruction and be submitted to S-Chem Safety Department for approval prior to work commencement.

6.1.1.3 Work Method Statement and Job Safety Analysis (JSA).

6.1.1.4 CONTRACTOR shall submit a Work Method Statement and participate with S-Chem in the use of JSA for work activities where required, at least a week before commencing certain critical jobs in which there are significant potential risks for the health and safety of the personnel as well to plant, property, and environment. The approved results of the job safety analysis and work method statement shall be incorporated into the job specific work plan. JSA electronic program is available in S-Chem webpage.

6.2. SAFETY MEETINGS:

6.2.1 Prior to a Contractor coming on site, a meeting must be held between the Contractor representative, and Company Representative and S-Chem Safety Departments. The purpose for this meeting is to establish contact for safety between S-Chem and contractor, and to communicate site safety requirements to Contractor's management and supervision.

6.2.2 CONTRACTOR is responsible for insuring that any sub-contractors attend the pre-entry meeting or should call for such a meeting if a sub-contractor is added during the job.

6.2.3 "CONTRACTOR'S Compliance Statement" (Attachment A) shall be signed by CONTRACTOR and forward a copy to S-Chem Safety Department. Quarterly (every Three months) of the year. Safety Department will keep records on file for the contract duration.

6.2.4 CONTRACTOR shall hold toolbox meetings at weekly intervals wherein supervisors shall address the workforce on safety related matters. Records shall also be retained by Contractor of all attendees together with their signatures.

6.2.5 Contractor's Safety Representative may be required to attend the monthly Employee S-Chem Safety Committee meeting. This responsibility shall not be delegated unless written agreement has been received from S-Chem. The CONTRACTOR shall hold similar weekly meetings with its subcontractors.

6.3. RIGHT TO ALL DOCUMENTS:

6.3.1 CONTRACTOR shall provide all documents related to safety, including but not limited to accident, incident and medical reports before the end of the shift in which the incident occurred. Other safety related records, including training documents, will be provided upon request.

6.4. OBJECTIVES – ZERO ACCIDENTS/INCIDENTS:

6.4.1 The purpose is that all accidents can be avoided if correct planning of the work is done. CONTRACTOR will instruct personnel that Safety is a priority. The CONTRACTOR shall follow S-Chem Safety Rules and Regulations.

6.4.2 CONTRACTOR shall endeavor to raise the safety awareness of every individual on the worksite to achieve zero incidents/accidents. CONTRACTOR shall comply with all Saudi Arabian Government rules and regulations including Labor and Employment and Bureau of working conditions and regulations about medical, dental, first aid, safety and training requirements.

6.4.3 CONTRACTOR shall submit a written safety policy for approval to S-Chem prior to commencement of Work at the worksite. CONTRACTOR shall ensure that their corporate



policies and procedures for safety, health and welfare are maintained in a current format and that individual responsibilities are clearly defined, fully understood by their employees and properly executed. Policies and procedures shall show how the commitment to safety of all employees is to be achieved and maintained.

- 6.4.4 CONTRACTOR shall stop any work, which puts at risk the health and safety of any person, or could cause damage to Materials, Facility or Equipment and contact S-Chem area supervisor.
- 6.4.5 Written or implied approval by S-Chem of any method statement, safety plan or other requirement of this instruction submitted to S-Chem shall not relieve CONTRACTOR of the responsibility to comply with all statutory legislation regarding the health and safety of its employees and all other persons who may be affected by Contractor's acts or omissions while executing the Work.

6.5. SAFETY ORGANIZATION / COORDINATION:

- 6.5.1 *CONTRACTOR & Its SUBCONTRACTOR shall be required to provide a full-time Safety Representative when its workforce thirty (30) or more **and can be more safety officers required based on the job risk level** such as confined Space or working with Specialized Personal Protective Equipment (Example: Breathing Air) and etc...*

Safety Representative will be requested to submit the resume and personnel interview will be conducted by S-Chem for qualification. CONTRACTOR shall review and approve subcontractor safety nominees through coordination with S-Chem.

6.6. REPORTING OF INCIDENTS:

- 6.6.1 All incidents, as listed below, resulting in or having potential for injury, damage or loss shall be reported immediately to the S-Chem area owner and to designated S-Chem Contractor liaison orally at the time of the incident and in writing within twenty-four hours:
- Injuries, Illnesses or fatalities
 - Fires/Explosions
 - Property Damages
 - All releases or spills of oil, chemicals or any hazardous substances
 - Traffic Accidents
 - Process Upsets
 - Near Misses
- 6.6.2 Written reports shall detail the nature of the incident, the time and date of the occurrence and the precise location, as well as other pertinent factors which may have contributed to the occurrence. All statutory notices sent to the enforcing authorities concerning the occurrence shall be copied to S-Chem. Copies of reports of all incidents reported to the governmental safety authorities shall also be sent to S-Chem.
- 6.6.3 Full details of any witnesses shall also be obtained and any breach of statute or permit to work arrangements shall be recorded.
- 6.6.4 All injuries must be reported immediately to the S-Chem clinic prior to an injured person(s) leaving the S-Chem Plant site. Necessary first aid treatment will be provided by S-Chem clinic. If further treatment or medical examinations are required, the injured person(s) will be escorted to outside hospital by S-Chem ambulance vehicle.
- 6.6.5 Where personal injury has occurred, a medical report shall be obtained and included with the written incident report.
- 6.6.6 A copy of Contractor's incident investigation report regarding all incidents shall be sent to S-Chem. The report shall clearly identify the action proposed or taken to prevent a recurrence.
- 6.6.7 S-Chem shall be kept fully informed of all prosecutions by governmental authorities resulting from any aspect of the work on the project.
- 6.6.8 Each calendar month, CONTRACTOR shall provide S-Chem documentation of their incident statistics and work hours (and those of their subcontractors) accumulated at S-Chem. CONTRACTOR shall also report an analysis of all safety corrections made during

the month and any outstanding corrective actions.

- 6.6.9 S-Chem shall compile monthly and annual analysis of the statistics. The goal is always zero incidents.
- 6.6.10 An investigation shall be held to determine the lessons learned and actions to be taken as a result of all incidents and near misses in accordance with the S-Chem “Incident Investigation and Reporting” General Instruction. The investigation may involve Contractor’s representative(s) and the individual(s) involved in the incident as witnesses.

Note:

CONTRACTOR shall immediately notify and report to S-Chem security and the person in charge in regards of any person not signed out after working hours.

6.7. CONTRACTOR SAFETY AWARENESS TRAINING / ORIENTATION:

- 6.7.1 The purpose of these requirements is to establish the minimum mandatory requirements for providing the appropriate level of health and safety orientation/training to Contractors and Sub-contractors relative to the type of work they may be conducting, and the potential risks associated with that work at S-Chem facility.
- 6.7.2 Contractor employees are obligated to complete the appropriate orientation/training process prior to being allowed to conduct work activities at S-Chem facility. Orientation/training received will be valid for one year from the date of completion.
- 6.7.3 No person shall be allowed to work at S-Chem before successfully completing the competency test of the S-Chem Basic Safety Orientation Program. This training covers Rules and Regulations for Safety, Security and Fire Prevention at S-Chem.
- 6.7.4 Contractor employers are responsible for ensuring that Contractor employees have received and understood the orientation/training necessary to perform their respective jobs prior to Performing work in the Company facility. This obligation of responsibility includes timely scheduling for all orientation/training classes in advance through the S-Chem Safety department.
- 6.7.5 Any contractor’s personal visiting S-Chem facilities must take visitor Orientation, the orientation required for all visitors, vendors, and delivery personnel as well as Contractor employees who provide or supervise work that does not involve physical work activity (e.g., consultants, auditors, etc.)
- 6.7.6 Safety Orientation/Training Process consist of three levels of orientation/training and are available to Contractor employees who enter S-Chem facility. Orientation/training shall be determined during contract negotiations to help ensure that appropriate orientation/training is provided for “potential” future work activities.
 - 6.7.6.1 **Level I – High Risk Training:** The minimum orientation/training required for all Contractor’s Employees who: **(1) physically perform** or supervise the activities within or adjacent to a PSM facility process area, or **(2) perform** work activities on equipment or infrastructure that could affect a PSM facility process area. Basic Safety Orientation Plus Additional “Specialized” Training, Based on Job Requirements, are required for all Contractor employees who physically perform or supervise the activities within S-Chem facility.
 - 6.7.6.2 **Level II – Medium Risk Training:** The minimum training required for all Contractor’s Employees who: **(1) physically perform** or supervise work activities on equipment or infrastructure that does not affect a PSM facility process area, or **(2) perform** work outside and not adjacent to a PSM facility process area. This includes Contractor’s Employees who perform work in laboratories, including installing or servicing laboratory equipment, and in Performance Pipe production areas. Basic Safety Orientation Only is required for all Contractor employees who work in Non-Process Areas or workers in Process Area and do not take the additional “specialized” training. Escort is not required.
 - 6.7.6.3 **Level III – Low Risk Orientation:** The minimum orientation required for all visitors, vendors, and incidental delivery service providers, as well Contractor’s



Employees **who are excluded from the requirements of this standard**. Other examples of personnel that require Level III Orientation include postal service, office supply, catering, vending machine delivery, and office equipment repair services workers; public officials; and personnel performing consulting, engineering, IT, finance, training, or administrative activities that are physically outside of and could not physically impact a manufacturing site. All visitors to Plant Area are required to attend the Visitors Safety Video and escort is also required. Escort is not required for all TBL areas except loading rack

6.7.6.4 Level III Contractors shall be escorted at all times by a S-Chem Employee or a Level I Contractor while in a manufacturing area of a S-Chem site.

6.7.6.5 Level III Contractors are not required to be escorted while in administrative offices.

NOTE: All visitors to administration areas are not required to attend both Basic Safety Orientation and Visitors Safety Video.

Assignment of Risk Level, Safety Orientation/ Training Level, and Auditing (Examples)

Type of Work	Examples (not Inclusive)	Risk Level of Work	Safety Orientation/ Training	Auditing / Verification
Operations, Maintenance, and Construction in PSM Manufacturing Process Areas	• Abrasive Blasting • Catalyst Exchange • Chemical Process Operators • Crane Service/operation • Electrical Work • Elevator Service/Inspection • Equipment Inspection • Heavy Equipment Operation • Hot Tapping • Leak Repair • Maintenance Service • Mechanical (pipe filters, millwrights, riggers) • Rental Equipment Repair • Safety/Fire Protection System Work • Scaffolding • Vacuum Truck Operation • Valve Repair • Vessel Inspection and Repair • Welding • X-rays/Radiography • Coating and Painting • Instrumentation • Insulation	High	Level I Training	• All Nested Contractors (at least once quarterly) • Minimum of 25% of Non-Nested Contractor Companies
Other Maintenance and Support Services Work	• Chemical cleaning (pipe, exchanger, etc.) • Dismantling • Water/ Hydro Blasting • Waste Disposal	High	Level I Training	• All Nested Contractors (at least once quarterly) • Minimum of 25% of Non-Nested Contractor Companies
	• Coating and Painting • Container Movement • Engineering Service (in Plant) • Environmental Services • Equipment Repair • Janitorial Services (in Plant) • Lawn Services (Mowing, Fencing)	Medium	Level II Training	• All Nested Contractors (at least once quarterly) • Minimum of 25% of Non-Nested Contractor Companies

	- Service) - Laboratory Work/ Lab Equipment Installation and Service - Security - Surveying - Testing and Inspection - Vendors (regular site visits) - Waste Haulers			
	- Tank Truck/ flat-Bed Loading - In-Plant Bus- Taxi Services	Medium	Level II Training	- All Nested Contractors (at least once quarterly) - Minimum of 25% of Non-Nested Contractor Companies
Technical/ Adminstration	- Computer Support-Desktop - Delivery Services - Engineers/ Consultants (not in plant) - Factory and Sales Representatives - Vendors - Visitors to all plant area - TBL loading Rack - Chemical Deliveries	Low	Level III Training	- All Nested Contractors (at least once quarterly) - Minimum of 25% of Non-Nested Contractor Companies

6.7.7 All Contractors shall ensure that their personnel are trained to perform the job tasks asked of them. This is subjected to audit by S-Chem.

6.7.8 Contractor shall give **24 hours notice** to designated S-Chem Contractor liaison of the names and number of its employees who will attend each safety course. S-Chem provides the following safety training programs as part of the compliance training:

- Work Permit
- Lock Tag, Try
- Confined Space Entry
- Hole Watch (Attendant) and Fire Watch

6.7.9 **The CONTRACTOR** shall provide weekly safety training for his employees during the term of the Contract. This training may be accomplished using toolbox safety meetings required in item 6.2.4 of this document. Topics covered may include, but are not limited to:

- Working at heights
- Worksite tidiness
- Work with cranes/forklifts
- Excavations
- Work Permit procedure
- Confined space work
- Lock, Tag and Try
- Hot work
- Safe handling of hazardous chemicals/substances
- Fall protection
- Safe handling of compressed gas cylinders
- Barricades system

6.7.10 Verification of Orientation/Training.

6.7.10.1 Contractor employees shall display the identification badge issued upon completion of orientation/training when requesting access to the facility. The badge shall be displayed on the exterior of clothing always while in the facility.

6.7.11 S-Chem safety training and testing requirements:

- Basic Safety Orientation Minimum requirements: The candidate appearing for

Basic Safety Orientation must be able to: Pass written Competency Test with minimum score of 80% at the end of the orientation session.

- Confined Space Entrant, Hole Watch, Lock, Tag and Try, Fire Watch, and Work Permit Minimum requirements. The candidate considered for “qualification” in this safety training orientation must be able to have:
 1. Minimum knowledge in English - Read / Write / Speak to be able to comprehend training information provided.
 2. Minimum passing marks in the written Competency Tests is - 80% at the end of each of the training sessions.
- Candidates who are disqualified after Two (2) initial testing will NOT be able to sit again for the “Critical Procedure” focused Training for 6 months from date of last testing.
- Consideration should be given to potential candidates selected for training to ensure their knowledge of procedures and English competency is at a level to be able to successfully pass courses that are “Critical Procedure” focused training.
- Regional language assistance will be provided where possible by the Instructor, testing must be done independently to ensure comprehension of key safety information.

6.7.12 S-Chem Emergency Response Plan

- 6.7.12.1 CONTRACTOR shall comply with S-Chem emergency response plan, which is addressed by S-Chem during the Basic Safety Orientation training program.
- 6.7.12.2 The addressed plan includes, but not limited to, emergency alarm signals, evacuation routes, assembly points and securing of equipment.
- 6.7.12.3 S-Chem conducts a plant-wide emergency alarms test every Monday at 12:30 hrs.
- 6.7.12.4 S-Chem conducts periodic announced and non-announced emergency drills throughout the year. These drills will be recognized as training exercises and will be communicated as required.

6.7.13 Housekeeping

- 6.7.13.1 Materials and equipment delivered to worksite prior to installation shall be stored properly in warehouses, stores, lay down areas or elsewhere. Any materials or equipment offloaded and left in an inappropriate location shall be removed to an approved location at Contractor’s expense.
- 6.7.13.2 All walking and work areas shall be kept clean and free of obstructions or barricaded.
- 6.7.13.3 The accumulation of packaging, off cuts, debris and other unwanted material is not allowed. Each work area shall be maintained clean during work and the debris removed at least once per day.
- 6.7.13.4 In any areas of restricted access, CONTRACTOR shall maintain the highest standards of housekeeping.
- 6.7.13.5 Access to emergency exits, safety showers, eyewash and fire protection equipment shall be kept clear always.

6.7.14 Personal Protective Equipment (PPE)

- 6.7.14.1 CONTRACTOR shall comply with S-Chem Policies, General Instructions and Work Procedures regarding the use of PPE. The minimum PPE is:
 - Hard Hat (ANSI Z89.1)
 - Steel Toed Shoes (ANSI Z41.1)
 - Safety Glasses (ANSI Z87.1)
- Note:** Prescription Eyewear requirement to be complied as per the GI-1206
- Long Sleeve/Long Pant made of Flame Retardant Materials (such as NOMEX). The Flame-Retardant Clothing (FRC) must be labeled in visible locations to allow S-Chem Security Guards to visually verify all are wearing FRC.

- Hearing Protection with minimum 32 dB Noise Reduction Rate (NRR)
- 6.7.14.2 The CONTRACTOR shall supply all Personal Protective Equipment (PPE), required for his employees to safely perform their duties and /or to comply with S-Chem PPE use requirements. Contractor's supplied PPE must be approved by S-Chem Safety Department.
- 6.7.15 Equipment and Vehicles
- 6.7.15.1 All electrically powered tools and equipment shall be in good and well maintained operating condition and protected by a Ground Fault Circuit Interrupter (GFCI) or double insulated type tools.
- 6.7.15.2 All Contractors' equipment shall be properly operated in accordance with manufacturer's recommendations and appropriate codes and regulations.
- 6.7.15.3 CONTRACTOR mobile equipment and vehicles must be kept in safe operating condition. Mobile equipment and vehicles with defective exhaust systems or other potentially hazardous defects should not be brought inside S-Chem site.
- 6.7.16 Traffic Safety
- 6.7.16.1 Contractors shall ensure that only those persons having authorized business in connection with the contract are allowed on the S-Chem work site.
- 6.7.16.2 CONTRACTOR should not enter areas where vehicular traffic is restricted without obtaining authorization from S-Chem representative.
- 6.7.16.3 All vehicular accidents, including cranes, forklifts, cars, trucks...etc, occurring at S-Chem properties must be reported to S-Chem Representative immediately.
- 6.7.16.4 All Contractor traffic is required to stop when entering and leaving the S-Chem gates. Vehicles and persons are subject to search by authorized security personnel when entering and leaving S-Chem Property.
- 6.7.16.5 While driving at S-Chem site, Contractor shall comply with all Saudi Arabian Traffic Regulations and S-Chem Safe Driving Policy including but not limited to:
- Speed Limit is 25 km/h.
 - Driver having valid driver's license.
 - Driver & passengers must fasten seat belts.
 - Park at designated parking lots.
 - Nobody allowed to ride in the pick-up truck bed.
 - Pedestrians and Tricycles have right of way over motorized traffic within S-Chem plant.
- 6.7.16.6 Contractors must comply with Delivery Truck Entrance to Operating Plant Unit (GI-1260) for any truck delivery arrival to SCP, JCP and SPCo from Central Warehouse Security Control during Normal and Off Working Hours.
- 6.7.17 Work Permit
- 6.7.17.1 The nature of worksite operations is such that all or a part of the work may be carried out under strict "Work Permit" conditions.
- 6.7.17.2 S-Chem representative will determine the type of a work permit and CONTRACTOR shall not begin work until such a permit has been granted.
- 6.7.17.3 Any non-compliance of these conditions may render a previously safe operation dangerous. For that reason, any person breaking the "Work Permit" provisions may be denied access to S-Chem.
- 6.7.17.4 CONTRACTOR and its subcontractors shall ensure the appropriate members of staff are fully conversant with the S-Chem work permit system with particular reference to special provisions for hazardous operations.
- 6.7.18 Compressed Gas Cylinders
- 6.7.18.1 CONTRACTOR shall comply with S-Chem # GI-3355 titled "Safe Handling of

Compressed Gas Cylinders”.

6.7.19 Confined Spaces

6.7.19.1 Any work inside a confined space must be carried out according to S-Chem Confined Space Entry General Instruction GI-1245.

6.7.20 Excavation and Trenching

6.7.20.1 CONTRACTOR shall comply with S-Chem General Instruction GI-1217 “Excavation and Trenching”.

6.7.21 Fire Protection

6.7.21.1 Precautions shall be taken by the Contractor to prevent the outbreak of fire. Paper, rags, trash and other combustible materials shall only be disposed off in fire resistant containers.

6.7.21.2 Flammable liquids such as gasoline, paint thinners, kerosene, fuel oil, adhesives, etc., shall be transported and stored in industry-approved metal containers designed specifically for handling these liquids. Such flammable liquids shall be stored away from possible sources of heat or ignition, clear of other materials and equipment. All containers shall be identified with a label describing the contents.

6.7.21.3 Only solvents that have been designated as "safe" by an approval agency or the authorized S-Chem safety representative may be used for cleaning purposes.

6.7.21.4 Contractors shall shut down internal combustion engines before they are refueled when required by the conditions of the work permit.

6.7.21.5 The finding of a leak or indication of gas around piping or vessels shall be reported at once to designated S-Chem authorized representative. In such case, all "Hot Work" in the area shall stop immediately on the discovery of the hazard and shall not be started again without approval from the authorized S-Chem representative.

6.7.21.6 Fire equipment shall not be altered or tampered with or rendered inaccessible. Unless otherwise instructed, fire hydrants or main firewater valves are not to be opened or closed except with approval by authorized S-Chem Representative.

6.7.21.7 Contractors shall be responsible for the safety and fire protection training of their employees for all equipment provided by the contractor, unless otherwise specified by the contract.

6.7.21.8 The Contractor shall provide fire protection equipment unless otherwise specified by the contract. In case of fire or fire alarm in Contractor's work area, all possible measures should be taken immediately by any personnel in the area to protect the safety of all personnel and to extinguish the fire only when it is safe to do so. S-Chem representative, or other authorities as directed, shall be notified as soon as possible.

6.7.21.9 Access roads shall not be blocked by Contractor's equipment without authorization by S-Chem. In event of fire, all equipment shall be shut down or removed from the fire location, if feasible, and access roads shall be cleared.

6.7.22 Flammable and Toxic Liquids and Vapors

6.7.22.1 CONTRACTOR performing work involving the use of flammable and toxic liquids and vapors must abide by the following practices:

- Prior to painting operations, S-Chem representative will designate an area remote from possible ignition sources for the storage of flammable paint, liquid solvents, and for the cleaning of painting equipment. All flammables stored in the field must be stored in a flammable cabinet.
- Flammable solvents must be stored in approved closed containers always.
- Rags and plastic, soaked with paint, solvents, or oil must be deposited in approved non-combustible receptacles.
- CONTRACTOR’S employees must use appropriate respiratory protection equipment always.

- Respiratory fit test (Half Face/ Full face) certification and (SCBA/ SAR) training documentation is mandatory to be submitted as per the request (from approved agencies such as Total Safety/ Rawabi United Safety company & etc.).
- Hot surfaces should not be painted, unless high-temperature paint is being used.
- Proper protective equipment, as indicated in the Safety Data Sheet (SDS), must be worn when using solvents for cleaning, since most are skin, eye and lung irritants.

6.7.22.2 Flammable and toxic liquids are classified as hazardous materials and wastes must be disposed in accordance with S-Chem general instruction GI-1230 titled “Solid and Hazardous Waste Management”.

6.7.23 Hot Work

6.7.23.1 Welding, burning, use of open flame or other hot work shall not be performed without a Special Work Permit signed by authorized S-Chem personnel. This Special Work Permit must be activated each shift before hot work is started.

6.7.23.2 All hot work producing visible sparks or open flame requires posting of a qualified fire watch.

6.7.23.3 Contractor at the job site must provide adequate fire protection and extinguishing equipment as necessary and as specified on S-Chem Special Work Permit.

6.7.24 Intrinsically Safe Devices

6.7.24.1 All electrical, electronic and/or battery-operated devices used in plant areas must be intrinsically safe or they will require approval to be utilized. Such devices must be certified by Underwriters Laboratory (UL), Factory Mutual (FM) or any other approved body for intended use.

6.7.24.2 Non-intrinsically safe cell phones (including cell phones, MP players, or other devices with camera), pagers, matches, cigarette lighters, cigars and pipes are PROHIBITED at the plant area and can be stored at safe boxes installed at the Main Security Gate for that purpose. If any problem arises with boxes and/or keys, security shift supervisor should be contacted.

6.7.24.3 Only intrinsically safe cell phones provided by S-Chem IT department and have a red and silver label indicating the phone is an S-Chem IT Department asset, can carry and use through Main Security Gate and in Plant Area.

6.7.24.4 S-Chem Safety Department must approve any cell phone or pager as intrinsically safe before the equipment can enter the plant.

6.7.24.5 All personal cell phones must be turned off and left at S-Chem plant security gate. This applies to everyone including employees, contractors, vendors and visitors.

6.7.25 Lifting Operation/Equipment

6.7.25.1 CONTRACTOR shall comply with S-Chem General Instructions MNT-GWP-0005 titled “Lifting Equipment” and GI-3388 titled “Safety for Mobile Cranes”.

6.7.26 Radiographic Work

6.7.26.1 CONTRACTOR shall comply with S-Chem General Instructions titled radiation protection program GI-1222, in addition to the following:

6.7.26.2 All supervision must be aware of radiography activities within their work area and ensure that the working parties are not affected by the radiography work.

6.7.26.3 Whenever practical, radiography will be done during break times such as lunch breaks and shift changes.

6.7.26.4 Area will be barricaded with radiography danger signs in line with S-Chem barricades General Instruction prior to energizing an X-ray machine or prior to removal of any radioactive source from its container.

- 6.7.26.5 A Special Work Permit must be obtained & signed by authorized S-Chem personnel.
- 6.7.26.6 Contractor shall notify S-Chem Technical Manager or his authorized representative of the type radiographic equipment to be used prior to entry in plant.
- 6.7.26.7 It shall be Contractor's responsibility to comply with Saudi Arabia Regulations represented by "KACARE".
- 6.7.26.8 In case of confined space entry, additional radiation signs shall be placed at every man way permitting access to the tank, vessel or other equipment being examined.
- 6.7.26.9 An approved Contractor using Classified and Certified Personnel from KACARE must carry out ALL work.
- 6.7.26.10 It should be observed that proper functioning of flame detectors, mounted near burners on boilers can be affected by Gamma or X-rays with a consequent trip of relevant unit.
- 6.7.27 Sand Blasting
 - 6.7.27.1 No sand or other substance containing silica shall be introduced as an abrasive into any blast cleaning materials.
 - 6.7.27.2 A 'Warning Notice' indicating that Blast Cleaning is in progress must be displayed and area roped-off 10 meters from the area, unless a shield is provided.
 - 6.7.27.3 All equipment must be earthed to prevent static charge.
 - 6.7.27.4 Blast equipment operators must wear suitable personal protective equipment.
 - 6.7.27.5 Blast cleaning installation shall be fitted with fail-safe valve (known as dead man valve) controlled by the operator.
 - 6.7.27.6 The air intake to the blast cleaning equipment must be in an area free from combustible or harmful vapor.
- 6.7.28 Hydroblasting
 - 6.7.28.1 CONTRACTOR shall comply with S-Chem General Instructions GI-3034 titled "Hydro Jetting" (Hydro Blasting).
- 6.7.29 Scaffolding
 - 6.7.29.1 CONTRACTOR shall comply with S-Chem General Instruction MNT-GWP-0006 titled "Erection, Inspection, Use, and Maintenance of Scaffolding".
- 6.7.30 Prevention of Falling Objects
 - 6.7.30.1 The hand tools should be tied with a cord and attached with belt of the technician.
 - 6.7.30.2 Bins or bags should be provided for storage of nuts, bolts and other small items.
 - 6.7.30.3 A sheet should be laid to cover all gaps and openings, if working above platform having grating on it.
 - 6.7.30.4 Tools, Materials...etc. should not be thrown from the heights but will be brought down by a rope or crane.
 - 6.7.30.5 The area should be barricaded, and no one would be allowed to cross during lifting.
 - 6.7.30.6 Ropes/slings should be inspected each time before use.
 - 6.7.30.7 Suitable arrangement shall be made for the people above and below elevations in one location.
- 6.7.31 Handling of Hazardous Chemicals/Substances
 - 6.7.31.1 CONTRACTOR shall comply with S-Chem Hazard Communication Program General Instruction GI-1223 titled "Hazard Communication Program".
- 6.7.32 Smoking



6.7.32.1 Smoking is forbidden inside S-Chem buildings except at designated smoking areas.

6.7.32.2 S-Chem shall have the right to order persons observed smoking in unauthorized areas to leave S-Chem property, and to prevent subsequent access by such persons.

6.7.32.3 Smoking must be stopped whenever Emergency Alarm is sounded.

6.7.33 Subcontractors

6.7.33.1 In advance of bringing subcontractors into the facility, the general Contractor shall notify the S-Chem Contractor liaison, in writing, with a copy to S-Chem CSC. The notification shall include:

- Name of Subcontractor.
- Expected number of employees.
- Starting date.
- Schedule Subcontractor representative with Safety for review.

6.7.34 Termination and Warnings

6.7.34.1 In the event of violation or breach of these general instructions, S-Chem shall have the right to terminate the contract and hold the Contractor liable for all damages resulting from the contractor work practices.

6.7.34.2 S-Chem shall give the Contractor notice of the violation or breach and allow contractor a reasonable time as stated in the notice to correct or remedy the violation or breach depending on the nature and seriousness of the violation or breach before exercising the right of termination.

6.8. SECURITY:

6.8.1 Saudi Arabian National Security Interest

6.8.1.1 CONTRACTOR shall recognize that the Saudi Arabian Government, the Ministry of Interior, High Commission of Industrial Security and the Royal Commission for Jubail & Yanbu consider the areas and facilities to be of vital concern to the Saudi Arabian national security interests.

6.8.2 Compliance

6.8.2.1 CONTRACTOR shall comply with the Security and Safety directives of the Ministry of Interior, High Commission of Industrial Security and the Saudi Arabian Government.

6.8.3 Worksite Security

6.8.3.1 CONTRACTOR shall provide all necessary security control for the respective areas and facilities, which are occupied and used exclusively for the Work. CONTRACTOR shall be responsible for the movement of its personnel, adequate safeguarding of Materials, and worksite access and security as defined by S-Chem.

6.8.4 Identification Badges

6.8.4.1 S-Chem shall provide personnel identification badges to all personnel authorized to have access to S-Chem facility. CONTRACTOR shall provide personnel identification badges to all personnel authorized to have access to the Port or Pipe Corridor by CONTRACTOR or S-Chem. S-Chem and CONTRACTOR shall require that these personnel identification badges are worn conspicuously always. Personnel identification badges shall comply with the requirements of the Ministry of Interior, High Commission of Industrial Security and the Royal Commission.

6.8.4.2 Personnel identification badges issued by S-Chem must be returned to S-Chem Security Department when contract is completed, or Personnel identification badge is expired. If an employee loses his Personnel identification badge due to negligence, he shall be penalized SR 500.00. If the same repeated, then the penalty shall be SR 1000.00. The third-time employee losses his Personnel identification badge, he shall be referred to the Government Authority for investigation.

6.8.5 Vehicles Stickers

- 6.8.5.1 On completion of contract or when the vehicle sticker expires, CONTRACTOR shall report with their vehicles to S-Chem where a Security Man will remove the vehicle sticker.
- 6.8.5.2 If an employee loses his vehicle sticker for any reason, he shall be penalized SR 500.00. If the same repeated, then the penalty shall be SR 1000.00. The third-time employee loses his vehicle sticker. He shall be referred to the Government Authority for investigation.
- 6.8.5.3 Finance Department shall withhold the final payment until a release is provided from Security Department.

6.8.6 Transportation

- 6.8.6.1 Contractor shall take all necessary precautions to prevent injury to personnel, damage to any S-Chem equipment and property during any transportation activities for personal or equipments in and out of S-Chem facility
- 6.8.6.2 If contractor requires taking any of S-Chem equipment's for outer service contractor required preventing the equipment's from any damage, by providing appropriate protection (safety equipment, guards, mats, etc.)
- 6.8.6.3 Contractors providing or transporting any chemicals, Flammable liquids such as gasoline, paint thinners, kerosene, fuel oil, adhesives, etc., classified as hazardous materials shall be transported and stored in appropriate manner to insure the safe handling. Such flammable liquids shall be stored/transported away from possible sources of heat or ignition; All containers shall be identified with a label describing the contents according to SDS/ HCIS requirements.

6.8.7 Work Sanitation and Food Hygiene Requirements

- 6.8.7.1 Contractors are required to follow and comply with Royal Commission Public Health Code-2005 Environmental Health section requirements related to Food Handling and Hygiene including but not limited to:
- 6.8.7.2 Contractors are required to provide quality food for site workers during designated meals time only,
- 6.8.7.3 S-Chem security will not allow Contractor workers at S-Chem Facility to bring in cooked food while reporting to duty. CONTRACTOR Company shall provide all meals in complying with RC Health Codes only during the allowed meal breaks.
- 6.8.7.4 Transportation to the work site during meals time to carry food to workers is allowed. Contractor workers may also eat in the designated eating/dining facility as approved by S-Chem
- 6.8.7.5 Contractor is required to provide cool and clean drinking water for workers
- 6.8.7.6 Contractor is required to provide washing / sanitary facility appropriately as per number of workers on site.
- 6.8.7.7 Contractor is required to arrange-provide appropriate containers for trash-waste disposal during the course of work activity at site.

6.9. MANAGEMENT OF WORK RELATED FATIGUE:

6.9.1 Worker Fatigue Management Program

- 6.9.1.1 Safety is a personal responsibility. All employees should report to work well rested and ready to work. Employees shall notify their supervisor immediately if fatigue signs and symptoms are identified that could potentially cause an unsafe working condition. The supervisor will take necessary steps to have employee's work position covered (replaced) and ensure employee does not report back to work until fatigue issue has been resolved.
- 6.9.1.2 Signs and symptoms of worker fatigue MAY include:
 - Slowed reaction time
 - Reduced attention span

- Poor decision making
- Poor concentration and irritability
- Falling asleep in upright position when not active.
- Continuous yawning, blurring of vision, and “heavy” dry eyes.

6.9.1.3 Work schedule specifics to manage worker fatigue

- A rest period of at least 8 hours away from the facility should be provided after an extended shift or call out.
- Consecutive days worked should not exceed 13 consecutive calendar days followed by a minimum 1 day off.
- Employees extended shift should not exceed combined total of 16 work hours without approval.

7.0 TRAINING:

7.1. All S-Chem employees will be trained on these general instructions through LMS annually.

8.0 AUDITING:

8.1. Performance Verification/Auditing Requirements for Contractors

8.1.1 See Attachment 3

9.0 DOCUMENTATION:

9.1. Recordkeeping

9.2. The Contractor Safety Coordinator shall maintain audit documents in the Contractor’s File.

10.0 APPENDIX/ ATTACHMENT:

Attachment 1: Variance Process

Attachment 2: Contractor Company Safety Orientation/Training

Attachment 3: Auditing and Performance Verification of a Contractor Company

Attachment 4 - Contractor Compliance Statement

Attachment 5 - Corporate EHS-5180 Pre-qualification and Re-qualification of Primary Contractors & Subcontractor requirement aligned with GI-1210

Attachment 6 – Electronic Contractor Safety Audit Checklist

Attachment 1 – Variance Process

Table 4 - *Required Approvals for Pre-qualification and Re-qualification Variance Process* identifies the types of Variances applicable for S-Chem and the corresponding signatory requirements.

Form EHS-5180 *Corporate Variance Review/Approval* form shall be used to document the approval or denial for the continued use of the Contractor Company.



Immediate Needs Variances

In rare, unforeseen situations whereby the services of a Contractor Company are required, and a *Corporate Variance Request* has been submitted but not approved, or *Facility/Project Variance* has not been completed, S-Chem can initiate an *Immediate Needs Variance* by completing Form EHS-5180C, *Immediate Needs Variance Review and Approval* form. *Immediate Needs Variances* shall be approved by the individuals identified Table 4 and are valid for a maximum period of six months.

Table 4 (From EHS-5180) – Required Approvals for Pre-qualification and Re-qualification Variance Process

Attachment 2 - Contractor Company Safety Orientation/Training

Organization	Type of Variance Required to be Initiated	Variance Required Signatures
U.S. PSM Facilities	Corporate Variance with Adoption Plan	- General Manager, Global Procurement (or designee) - Manager, OE, Safety & Health (or designee)
Projects within U.S. PSM Facilities	Corporate Variance with Adoption Plan	- General Manager, Global Procurement (or designee) - Manager, OE, Safety & Health (or designee)
Performance Pipe Facilities	Corporate Variance with Adoption Plan	- Performance Pipe Division Manufacturing Manager - Performance Pipe Division EHSS/Technical Manager
Projects within Performance Pipe Facilities	Corporate Variance with Adoption Plan	- Performance Pipe Division Manufacturing Manager - Performance Pipe Division EHSS/Technical Manager
U.S. Non-PSM Facilities (excluding Performance Pipe)	Facility/Project Variance	- Facility Manager - EHSS Manager/Rep
Projects within U.S. Non-PSM Facilities (excluding Performance Pipe)	Facility/Project Variance	- Facility Manager - EHSS Manager/Rep - Project Manager/Rep (if applicable)
International Facilities	Facility/Project Variance	- Facility Manager - EHSS Manager/Rep
Projects within International Facilities	Facility/Project Variance	- Facility Manager - EHSS Manager/Rep - Project Manager/Rep (if applicable)
Major Capital Projects	Facility/Project Variance	- Project Manager/Director - Project Operations/PSM Manager - Project EHSS Manager - Capital Project Procurement Manager (if applicable)
Any Organization seeking an Immediate Needs Variance	Immediate Needs Variance	- Facility or Project Manager as appropriate - EHSS Manager/Rep - Site Procurement Manager

This attachment establishes minimum requirements for providing the appropriate level of health and safety orientation/training to Contractor Companies and Sub-Contractor Companies, relative to the type of work they will be performing, and the potential risks associated with the work. Further, this attachment outlines the process for completing the orientation/training prior to performing work at S-Chem.

Responsibilities

The Site Rep and the CSC are responsible for determining the appropriate level of orientation/training for a Contractor Company, relative to the type of work the Contractor Company will be performing and the potential risks associated with the work.

The Contractor Company is responsible for ensuring that their employees have received, understood, and documented the minimum level of required orientation/training necessary to perform their respective jobs, prior to performing work.

Contractor's Employees are responsible for understanding the content of the orientation/training provided.

The Job Contact shall verify that each Contractor's Employee has completed the appropriate orientation/training before allowing work to begin.

Verification of orientation/training records shall be conducted by the Contractor Safety Coordinator during periodic Contractor Company Safety Audits.

Determining Safety Orientation/Training Levels

Contractor Company's Employees who enter S-Chem to perform work shall receive the appropriate level of orientation/training. The relevant level of orientation/training shall be determined during Pre-qualification and Re-qualification based on the scope of work/activities that will be performed by the Contractor's Employees while at the site. (See Table 3 in Appendix A.) Contractor's Employees are obligated to complete the appropriate orientation/training prior to being allowed to conduct work activities at the site, including in laboratories and administration offices.

Level I – High Risk Training: The minimum orientation/training required for all Contractor's Employees who: (1) physically perform or supervise the activities within or adjacent to a PSM facility process area, or (2) perform work activities on equipment or infrastructure that could affect a PSM facility process area. Basic Safety Orientation Plus Additional "Specialized" Training, Based on Job Requirements, are required for all Contractor employees who physically perform or supervise the activities within S-Chem facility.

Level II – Medium Risk Training: The minimum training required for all Contractor's Employees who: (1) physically perform or supervise work activities on equipment or infrastructure that does not affect a PSM facility process area, or (2) perform work outside and not adjacent to a PSM facility process area. This includes Contractor's Employees who perform work in laboratories, including installing or servicing laboratory equipment, and in Performance Pipe production areas. Basic Safety Orientation Only is required for all Contractor employees who work in Non-Process Areas or workers in Process Area and do not take the additional "specialized" training. Escort is not required.

Level III – Low Risk Orientation: The minimum orientation required for all visitors, vendors, and incidental delivery service providers, as well Contractor's Employees who are excluded from the requirements of this standard. Other examples of personnel that require Level III Orientation include postal service, office supply, catering, vending machine delivery, and office equipment repair services workers; public officials; and personnel performing consulting, engineering, IT, finance, training, or administrative activities that are physically outside of and could not physically impact a manufacturing site. All visitors to Plant Area are required to attend the Visitors Safety Video and escort is also required. Escort is not required for all TBL areas except loading rack.

- Level III Contractors shall be escorted at all times by a S-Chem Employee or a Level I Contractor while in a manufacturing area of a S-Chem site.
- Level III Contractors are not required to be escorted while in administrative offices.

NOTE: All visitors to administration areas are not required to attend both Basic Safety Orientation and Visitors Safety

Video.

Safety Orientation/Training Verification

All Level I and II orientation/training provided to a Contractor Company's Employee must include:

A documented evaluation to assess understanding/proficiency of the orientation/training content by the Contractor Company's Employee. Training shall be completed every 12 months at a minimum.

Level I and II Basic Safety Orientation includes awareness training on the following safe work practices and safety topics, at a minimum:

- Hazard Communication/Safety Data Sheets;
- Personal Protective Equipment;
- Process Safety Management;
- Hearing Conservation;
- Electrical Safety (Task Specific covered in Permitting);
- Control of Hazardous Energy (Lock, Tag and Try);
- Respiratory Protection;
- Elevated Work, Fall Protection, Scaffolding, and Ladders;
- General Safety and Emergency Procedures;
- Accident Prevention Signs and Tags;
- Materials Handling and Storage;
- Job Safety Analysis (JSA);
- Excavation, Trenching, and Shoring (S-Chem assigns Competent Person);
- Emergency Action Plans/General Safety and Emergency Procedures; and
- Fire Prevention.
- Personal Hazard Assessment process;
- Life Saving Rules;
- High Consequence (Potential and Actual) Incident Reporting;
- Emergency Action Plans including evacuation;
- Appropriate process overviews and potential hazards of the site or project;
- Application of safe work practices;
- Access/egress of local process units;
- Hot work permitting (Specialized Permit Receiver Training);
- Heat stress prevention;
- TSCA adverse effect reporting (U.S. sites);
- Confined space entry permitting (Specialized Permit Receiver Training);
- Opening process equipment or piping;
- Hazard Communication and SDS availability; and,
- Tenets of Operation.

Attachment 3 - Auditing and Performance Verification of a Contractor Company

The performance of a Contractor Company and its capabilities shall be periodically audited in accordance with requirements of EHS-5180 to verify consistent adherence to safety requirements and continued competency.

S-Chem designates the Contractor Safety Coordinator to establish an auditing schedule frequency to audit the safety performance of Nested and Non-Nested Contractor Companies.

Audits shall be completed for all Nested Contractor Companies on a quarterly basis. The number of personnel within each Nested Contractor Company to be audited shall be based on the assigned risk level as identified in EHS-5180 Table 5 – *Audit Sampling Requirements of Contractor Company Workforce* referenced below:

Table 5 – Audit Sampling Requirements of Contractor Company Workforce

Risk Level of Work Performed by Contractor Company	Sample Size of Contractor Workforce Population On-Site
High	10%
Medium	5%
Low	1%

Audits shall also be conducted on at least 25% of Non-Nested Contractor Companies working on-site during a calendar year. CPChem sites may elect to audit every fourth Contractor Company reporting on-site, to ensure that the appropriate number of Non-Nested Contractor Companies are being audited within a calendar year. The number of personnel to be audited within a Non-Nested Contractor Company shall be based on the assigned risk level as identified in Table 5.

Audits of Contractor Companies shall include two types of documented Safety Audits: Training & competency Audits and Field Audits. Field Audits shall represent at least 50% of the audits performed on a Contractor Company.

Training Audits – Training Audits shall include: a review of the site safety orientation/training received by a Contractor's Employee, including the means used to verify understanding of the content received; verification that the Contractor's Employee has current certifications or licenses for the relevant activities being performed (e.g., Forklift Operator, License, etc.); and verification that any relevant training is current.



Additionally, the Training Audit shall include a review of records of the following training provided to a Contractor's Employee, including the means used to verify that the employee understood the training:

- Work practices necessary to safely perform his or her job; and
- Known potential fire, explosion, toxic release hazards related to their jobs and the process, and the applicable provisions of the emergency action plan.

Field Audits – Field Audits shall include at a minimum, an evaluation of the Contractor Company's Employee's adherence with basic requirements of the Life Saving Rules and Life Critical Standards (for example, scaffolders will be audited against the requirements for fall protection). S-Chem currently auditing adherence by Contractor Company's Employees with Life Saving Rules and Life Critical Standards may rely on these existing audit programs to fulfill the Field Audit requirements.

Additionally, the documented Field Audit shall include an evaluation of the Contractor's Employee's adherence to the following:

- Safety rules of the site, including lockout/tagout, confined space entry, opening process equipment or piping, and control over entrance into a site; and Advising S-Chem of any unique hazards presented by the contractor employer's work or hazards found by the contract employer's work.
- Note: If at any time during the audit, the auditor identifies a non-conformance that poses imminent danger, the work activity shall be immediately stopped and reported to the Site Rep.

Attachment 4 - Contractor Compliance Statement

Name of Contractor: _____

Contact Person Telephone No.: _____

We are in receipt of relevant S-Chem Safety and Security Program.

We nominate Mr. _____, as a supervisor and responsible for the contract work to liaise with S-Chem Contractor liaison and Safety Departments-prior to beginning of any jobs.

In absence of above supervisor Mr. _____ shall act as supervisor to meet requirements as per S-Chem Safety and Security Program.

We shall:

- Undertake only activities that will be specified in Work Permit and shall strictly adhere to S-Chem Safe Work Practices.
- Submit a safe work method or JSA for the jobs whenever demanded by S-Chem Contractor Liaison Department.
- Ensure that all our employees have attended S-Chem Basic Safety Orientation Program prior to bringing them on site and commencement of work.
- Inspect all tools and equipment prior to bringing them on site
- Not use any S-Chem tools / equipment / utility services unless authorized.
- Inform our employees of hazards associated with work, precautions to be taken to control hazards either through toolbox talks or pre- job discussions.
- Provide Safety Data Sheets (SDS) of all chemicals that will be used during the contract to S-Chem Contractor liaison and Safety Departments, prior to bringing them on site.
- Provide mandatory Personal Protective Equipment to all employees working or visiting S-Chem sites.
- Report to S-Chem Contractor liaison and Safety Departments of any incidents.
- Contact the relevant responsible S-Chem Nominated Supervisor / engineer prior to commencing any work for any queries or clarification.
- Maintain a good housekeeping.

*We understand that any violations of S-Chem safety rules and regulations may result in us being removed from site and / or the contract being terminated.

Contractor Manager Name and Signature

..... /

Date:

Attachment 5 - Corporate EHS-5180 Pre-qualification and Re-qualification of Primary Contractors & Subcontractor requirement aligned with GI-1210

A.3 Pre-qualification of Primary Contractors

A Contractor Company shall meet the following minimum criteria during the Pre-qualification process, Contractor Companies shall submit similar data to their respective S-Chem Procurement Organizations or develop an alternate approach that pre-qualifies a Contractor Company based on the risks associated with its work.:

A.3.1 Shall have been in business for at least 36 months;

A.3.2 No fatalities during the previous three years as well as the current year. (Fatalities will be reviewed by Corporate EHSS on a case-by-case basis for their relevance to the proposed scope of work for CPChem);

A.3.3 Contractor Company's Company-wide Average TRIR of 2.00 or less, based on its previous three calendar-year work history;

A.3.4 Written safety program has been implemented;

*A.3.5 **For non-U.S.** sites where the above information may not be available, the site shall attempt to collect as much information as possible and use experience when relevant, to make informed decisions during selection of Contractor Companies;*

A.3.6 The Contract Owner shall review the above-referenced data for Pre-qualification. If the Contractor Company meets all criteria, the Contractor Company is eligible to work at S-Chem sites, pending approval by the Contract Owner and Site Procurement Manager; and

A.3.7 If a Contractor Company does not meet one or more of the above criteria, the Contractor Company shall be evaluated for continued work using the Variance evaluation requirements.

A.4 Pre-qualification and Re-qualification of Sub-Contractors

A Contractor Company that wishes to use a Sub-Contractor on a S-Chem site shall ensure the Sub-Contractor's Pre-qualification, Re-qualification, and oversight evaluation is completed as follows:

A.4.1 Disclose in writing to the S-Chem Contract Owner and Site Procurement Manager of its intent to use a Sub-Contractor Company, as well as providing information responsive to the criteria outlined in Sections A.3.1 through A.3.4, for the Sub-Contractor;

A.4.2 Advise S-Chem Site Procurement Manager of any unique hazards presented by the Sub-Contractor Company's work;

A.4.3 Assure that each Sub-Contractor's Employee is trained in the work practices necessary to safely perform his/her job, in accordance with this standard; and

A.4.4 Periodically audit and document the safety performance of the Sub-Contractor's Employees.



A.4.5 If a Sub-Contractor Company does not meet the criteria outlined in Sections A.3.1 through A.3.4, the Primary Contractor shall then submit a written Safety Plan for review and written approval by the S-Chem CSC. This plan shall detail how the Primary Contractor Company will conduct oversight of the Sub-Contractor Company to ensure the Sub-Contractor will work in a safe and productive manner.

A.4.6 A Contractor Company that is already approved to work at a site may also be used as a Sub-Contractor, if the Contractor Company is qualified in the required skills.

A.5 Re-qualification of Primary Contractors

A.5.1 Contractor Companies shall be re-qualified every 36 months. The Contractor Owner (or designee) shall initiate Re-qualification of Contractor Companies by obtaining and reviewing data in management system, the S-Chem Hours-Worked, and other data sources, to identify any exceptions with the following criteria:

A.5.1.1 Contractor Company's Average TRIR, based on its 36-month work history within S-Chem sites shall be less than or equal to two times the CPChem Annual Combined (Employee and Contractor) TRIR Target.

A.5.1.2 No fatalities during the previous three years as well as the current year.

For non-U.S. sites where the above information may not be available, the site shall attempt to collect as much information as possible and use experience when relevant, to make informed decisions during the Re-qualification of Contractor Companies.

A.5.2 If a review of the Re-qualification data indicates no exceptions, the Contractor Company is approved for continued work for 36 months. Approval shall be documented in data management system by the Contract Owner.

A.5.3 If a review of the Re-qualification data indicates that the Contractor Company does not meet all criteria as defined in Section A.5.1, a Contractor Company shall be evaluated prior to approval for continued work. If S-Chem elects to require stipulations as a condition prior to allowing continued use of the services of the Contractor Company, a Variance shall be initiated by the Contract Owner in accordance with requirements outlined in EHS-5180 this standard.



Attachment 6 – Electronic Contractor Safety Audit Checklist

Contractor Safety Audit Checklist

GENERAL INFORMATION

Auditor_Name: Al-Quraish, Ashraf A	Date_Audit_Completed:*
Contractor_Company:*	Attachments Add Attachment
Nested*: ☐ Nested ☐ Non-Nested	Area Owner:*
Job Description:*	
people to notify:	Area:*
Life Saving Rules ☐ Ensure a valid permit is issued when required ☐ Ensure a valid confined space permit is issued before entry ☐ Protect yourself from fall when working at heights ☐ Obtain authorization before disabling safety system ☐ Operate vehicles safely ☐ Verify energy isolation before beginning work ☐ Use specialized life-critical PPE when required ☐ Do not reach, walk or work under an elevated load ☐ Verify containment before returning equipment to service ☐ N/A	

Recognition

[Add new row](#)

Non-Conformances and Resolution Plans

Non-Conformance	Resolution Plans	Responsible Person	Target Completion Date	Actual Completion Date

Q22. Contract Employee can Communicate Well ☐ Adequate ☐ Non-conformance ☐ N/A

Q23. Contract Employee Has Skills to Perform Assigned Work ☐ Adequate ☐ Non-conformance ☐ N/A

Save

Cancel